

## § 310.64

## 32 CFR Ch. I (7–1–00 Edition)

establishing the system of records would not be in the public interest. The transmittal must include:

(i) How the public interest will be affected adversely if the established time limits are followed; and

(ii) Why earlier notice was not provided.

(3) When appropriate, the Defense Privacy Office, ODASD(A) shall contact OMB and attempt to obtain the waiver.

(i) If a waiver is granted, the Defense Privacy Office, ODASD(A) shall notify the subcommittee and submit the new or altered system notice along with any applicable procedural or exemption rules for publication in the FEDERAL REGISTER.

(ii) If the waiver is disapproved, the Defense Privacy Office, ODASD(A) shall process the system the same as any other new or altered system and notify the subcommittee of the OMB decision.

(4) Under no circumstances shall the routine uses for new or altered system be implemented before 30 days have elapsed after publication of the system notice containing the routine uses in the FEDERAL REGISTER. This period cannot be waived.

[51 FR 2364, Jan. 16, 1986. Redesignated at 56 FR 55631, Oct. 29, 1991, as amended at 56 FR 57800, Nov. 14, 1991]

### § 310.64 Amendment and deletion of systems notices.

(a) *Criteria for an amended system notice.* (1) Certain minor changes to published systems notices are considered amendments and not alterations (see § 310.63(b) of this subpart).

(2) Amendments do not require a report of an altered system (see § 310.63(c) of this subpart), but must be published in the FEDERAL REGISTER.

(b) *System notices for amended systems.* When submitting an amendment for a system notice for publication in the FEDERAL REGISTER include:

(1) The system identification and name (see paragraph (b) and (c) of § 310.62 of this subpart).

(2) A description of the nature and specific changes proposed.

(3) The full text of the system notice is not required if the master registry contains a current system notice for

the system (see § 310.62(q) of this subpart).

(c) *Deletion of system notices.* (1) Whenever a system is discontinued, combined into another system, or determined no longer to be subject to this part, a deletion notice is required.

(2) The notice of deletion shall include:

(i) The system identification and name.

(ii) The reason for the deletion.

(3) When the system is eliminated through combination or merger, identify the successor system or systems in the deletion notice.

(d) *Submission of amendments and deletions for publication.* (1) Submit amendments and deletions to the Defense Privacy Office, ODASD(A) for transmittal to the FEDERAL REGISTER for publication.

(2) Include in the submission at least one original (not a reproduced copy) in proper FEDERAL REGISTER format (see appendix G).

(3) Multiple deletions and amendments may be combined into a single submission.

[51 FR 2364, Jan. 16, 1986. Redesignated at 56 FR 55631, Oct. 29, 1991, as amended at 56 FR 57801, Nov. 14, 1991]

## Subpart H—Training Requirements

### § 310.70 Statutory training requirements.

The Privacy Act of 1974, as amended (5 U.S.C. 552a), requires each agency to establish rules of conduct for all persons involved in the design, development, operation, and maintenance of any system of record and to train these persons with respect to these rules.

### § 310.71 OMB training guidelines.

The OMB guidelines require all agencies additionally to:

(a) Instruct their personnel in their rules of conduct and other rules and procedures adopted in implementing the Act, and inform their personnel of the penalties for noncompliance.

(b) Incorporate training on the special requirements of the Act into both formal and informal (on-the-job) training programs.